



Town of New Boston

PLANNING BOARD

PO Box 250 • 7 MEETINGHOUSE HILL ROAD • NEW BOSTON, NH 03070

Application Checklist and Waiver Request for Site Plan Review

File No: _____

General Information

- Checklist:** The applicant shall complete this checklist as part of every site plan application. The applicant shall either (1) submit the checklist item with the application or request a waiver (s) to be submitted separately in writing or (2) note its non-applicability. This checklist is not intended to be a replacement for thorough review of the Non-Residential Site Plan Review Regulations. This checklist is intended to be used as an aid in the preparation and review of the site plan.
- Submissions:** All proposed site plan submissions shall be accompanied by a properly completed, dated and signed Site Plan Review Application.
- Filing:** Applications and checklists shall be filed with the Planning Department not less than **21 days** before the regularly scheduled meeting at which it is intended for submission.
- Waivers:** For any item checked "Waiver Requested", the applicant must attach a separate letter indicating the reason (s) for seeking a waiver request.
- Completeness:** Items required for a completed application are:

Completed Application Form ☐

Three (3) Copies Floor Plan ☐

Four (4) sets site plan maps and supporting data ☐

Names and mailing addresses of all abutters ☐

Eight legible 11" x 17" copies of site plan ☐

Contents to be submitted for Site Plan Review – Existing Data

		<u>Ref#</u>	<u>Item Submitted</u>	<u>Waiver Requested</u>	<u>N/A</u>	<u>Planning Board</u>
1.	Locus Map:	2.1A				
	Site Location		_____	_____	_____	_____
	Main Traffic Arteries		_____	_____	_____	_____
	North Arrow		_____	_____	_____	_____
2.	Area in acres	2.1D	_____	_____	_____	_____
3.	Tax Map Reference of:	2.1B				
	Owner		_____	_____	_____	_____
	Abutters		_____	_____	_____	_____
	Holders of Conservation, Preservation or Agricultural Preservation Restrictions		_____	_____	_____	_____
	Dam Owner and Dam Bureau, as necessary		_____	_____	_____	_____
4.	Scale:					
	Written (i.e. 1in.=40ft.)	2.1C	_____	_____	_____	_____
	Graphic*	2.1C-1	_____	_____	_____	_____
5.	North Arrow	2.1C	_____	_____	_____	_____
6.	Date of Plan Preparation	2.1C	_____	_____	_____	_____
7.	Sign Off Block	2.1J	_____	_____	_____	_____
8.	Names and Addresses of:					
	Owner	2.1B	_____	_____	_____	_____
	Engineer or other licensed Professional whose seal appears on the plan*	2.1C-1	_____	_____	_____	_____
	Dam Owner and Bureau, as necessary		_____	_____	_____	_____



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Continued

File No: _____

Contents to be submitted for Site Plan Review – Existing Data

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	2.1B	Abutters	_____	_____	_____
	2.1B	Holders of Conservation, Preservation or Agricultural Preservation Restrictions	_____	_____	_____
9.	2.1G	Abutters' Use of Property	_____	_____	_____
	2.1G	& Approx. Location Structures	_____	_____	_____
10.	2.1D	Lot Lines	_____	_____	_____
	2.1D-1	w/ Bearings & Angles*	_____	_____	_____
11.		Existing Grades, Drainage Systems, Structures & Topographic Contours*	_____	_____	_____
12.	2.1K	Existing Public & Private	_____	_____	_____
	2.1H	Utilities	_____	_____	_____
	2.1H	Size	_____	_____	_____
	2.1H	Location	_____	_____	_____
	2.1H-1	Off-Site*	_____	_____	_____
	2.1H-1	Within 100ft.*	_____	_____	_____
13.	2.1H	Existing Landscaping	_____	_____	_____
14.	2.1E	Existing Structures On-Site & w/in 200ft.:	_____	_____	_____
		Size	_____	_____	_____
		Shape	_____	_____	_____
		Height	_____	_____	_____
		Location	_____	_____	_____
15.	2.1G	Driveways w/in 200ft.	_____	_____	_____
16.	2.1F	Natural Features	_____	_____	_____
17.	2.1F	Man Made Features	_____	_____	_____
18.		Vicinity Sketch w/in 1000ft. of tract*:	_____	_____	_____
	2.1L	Zoning Districts	_____	_____	_____
		Public Streets	_____	_____	_____
19.	2.1I	100-yr Flood Elevation Line	_____	_____	_____

*Not applicable to all applications – see NRSPR Regulations for details



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Contents to be submitted for Site Plan Review – Proposed Plan

File No: _____

		<u>Ref#</u>	<u>Item Submitted</u>	<u>Waiver Requested</u>	<u>N/A</u>	<u>Planning Board</u>
1.	Grades*	2.2A	_____	_____	_____	_____
2.	Drainage Systems*	2.2J	_____	_____	_____	_____
3.	Proposed Structures					
	Shape	2.2A	_____	_____	_____	_____
	Size	2.2A	_____	_____	_____	_____
	Height	2.2A	_____	_____	_____	_____
	Location	2.2A	_____	_____	_____	_____
	Setback		_____	_____	_____	_____
	Lot Coverage*		_____	_____	_____	_____
4.	Streets, Sidewalks, Driveways, Parking Lots:					
	Location of Parking					
	Spaces	2.2B	_____	_____	_____	_____
	Direction of Travel	2.2B	_____	_____	_____	_____
	Width of Finished					
	Surfaces	2.2B	_____	_____	_____	_____
	Inside Radii of All					
	Curves	2.2B-1	_____	_____	_____	_____
	Parking Calculations &					
	Number of Spaces	2.2B	_____	_____	_____	_____
	Size of Parking Spaces	2.2B	_____	_____	_____	_____
5.	Size & Location of Proposed					
	Public & Private Utilities	2.2C	_____	_____	_____	_____
6.	Landscaping & Screening: *					
	Location	2.2H	_____	_____	_____	_____
	Size	2.2H	_____	_____	_____	_____
	Type	2.2H	_____	_____	_____	_____
7.	Exterior Lighting	2.2D	_____	_____	_____	_____
8.	Sign Locations & Appearance	2.2D	_____	_____	_____	_____
9.	Storm Drainage, Retention					
	Areas*	2.2E-1	_____	_____	_____	_____
10.	Hydrant/Cistern Locations	4.12	_____	_____	_____	_____
11.	Snow Removal/Storage Plan	2.2E	_____	_____	_____	_____
12.	Sign-Off Block	2.2F	_____	_____	_____	_____
13.	Proposed Hours of Operation	2.2G	_____	_____	_____	_____
14.	Circulation Plan for Vehicles & Pedestrians*	2.2I	_____	_____	_____	_____
15.	An Access Plan inc. Changes					
	Proposed for Public Streets	2.2I	_____	_____	_____	_____
16.	Proposed Traffic Control					
	Devices	2.2I	_____	_____	_____	_____
17.	Construction Drawings for					
	Pavement, Ramps, Drainage					
	Systems, Structures, etc.	2.2J	_____	_____	_____	_____

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Revised date 09/27/16